

## REQUEST FOR PROPOSALS

**Diamondhead Water and Sewer District (OWNER) of Hancock County, Mississippi, requests proposals for Project Management during the construction phase of a new Waste Water Treatment Plant.**

### Introduction

This project is funded by FEMA under a Hurricane Katrina Disaster Relief Grant and consists of the construction of a new Waste Water Treatment Plant, an outfall line into the Jourdan River and demolition of the old treatment facility. The site has been brought to grade, including a surcharge and wick drains, and is currently in the settlement phase with construction anticipated to begin in Oct 2015.

### Program Description/Scope of Services

Management services are to include plan and specification review and interpretation, resolution of conflicts during construction, coordination of activities through weekly meetings with engineer and contractor, updating and assurance of compliance with the project schedule, tracking of job costs and reporting of budget overages to OWNER, preparation of FEMA reimbursement requests including all documentation and reports, research and preparation of change orders, verification and approval of pay requests submitted by the contractors, final job close out of FEMA PW's.

### Selection Process and Rating System

The commissioners will individually perform an evaluation and rating of proposals. The separate cost envelope will be opened at a public meeting prior to each submittal being analyzed to determine overall responsiveness and qualifications under the RFP. The proposals will be rated based upon experience, qualifications, staffing and cost on the 100 point rating system to determine the final selection of the proposal that is most advantageous to the District. The proposals will be rated as follows:

...Experience.....20%  
.. Qualifications.....20%  
...Project Team and Staffing 20%  
...Cost.....40%

### Proposal Packets

Proposal Packets will be available by email upon request to [John Cumberland <jcumberland@thewaterutility.com>](mailto:John.Cumberland@thewaterutility.com)

Packets will contain a detailed scope of work, federal/state requirements for Affirmative Action, participation goals, non-collusion affidavits, insurance requirements, a project schedule and a sealed bid form.

All proposals must be delivered to Diamondhead Water and Sewer District Office, 4425 Park Ten Drive, Diamondhead, MS 39525 no later than 4:00 pm on August 13, 2015.

All questions regarding the proposals should be directed to the District Interim General Manager, Nancy Depreo  
<ndepreo@seymourengr.com>

The OWNER reserves the right to reject any or all of the proposals.

Publish dates. \_\_\_\_\_

Send proof of Publication\_\_\_\_\_